

OTE 87-5205

15 Mar 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Awards Ceremony - 25 March 1987

1. This will confirm our invitation to you and the Associate Deputy Director for Administration to attend the Office of Training and Education Awards Ceremony on 25 March 1987 in the Chamber of Commerce Building.

2. You will be presenting awards to approximately a dozen employees. I will provide narrative comments, and, as in the past, you will be photographed with the employees.

3. We would like to begin with you and Hank being photographed in my office at 1015 hours with the last two groups of the Employees of the Trimester. After the photographs, we will have the awards presentations in Room 902. The ceremony should be concluded by 1045 hours.

ADMIN 10Mar87

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